

# Building Re-Use Committee

Meeting Minutes 2/2/2016



Members Present: Jamie Toale, Ron Albert, Damon McQuaid, Mike Mackin, Mark Erickson, Dave MacDonald,

Members Absent: Rebecca Lantry,

## Call to Order:

Meeting called to order Feb 15, 2016 @ 7:30PM

## Current Business:

Presentation to BOS

The following summary copied from approved BOS minutes from 2-2-16

Building Reuse Committee Report on Building Assessment and Space Needs Feasibility Study  
Mr. Toale stated he would be referring to the study done by Tappe Associates on Lunenburg Building

Assessment and Space Needs and referred those watching from home to the website link to it;  
[http://www.lunenburgma.gov/filestorage/202/238/-Lunenburg Municipal Study.pdf](http://www.lunenburgma.gov/filestorage/202/238/-Lunenburg%20Municipal%20Study.pdf)  
as well as the PowerPoint presentation he was giving on behalf of the Building Reuse Committee tonight.

[http://www.lunenburgma.gov/filestorage/204/216/BOS Feb 2 - draft version REV 3 - 1 25 16.pdf](http://www.lunenburgma.gov/filestorage/204/216/BOS%20Feb%20-%20draft%20version%20REV%203%20-%201%2025%2016.pdf)

He reviewed five goals for the task force:

- 1) Identify space requirements for potential combined municipal operations
- 2) Identify costs and financing options to convert municipal space
- 3) Identify 5 and 10 year capital costs to retain existing/remaining buildings, including Town Hall, Ritter Memorial, TC Passios School, Old Primary School and Brooks House
- 4) Identify appropriate options for sale or lease of facilities
- 5) Identify potential reuse or market for any buildings deemed surplus as a result of consolidation.

Tonight the discussion focuses on Space Program, Existing Building Profiles and a Preferred Option.

Space Program: Approximately 20,000 square feet is the starting point for space needs based on research and input from Department Managers and Town Manager review. This could easily expand to 23,000 - 24,000

square feet to meet the PACC wish list and allows for reasonable growth over time.

Existing Conditions: Covers an evaluation of each building from an engineering and structural view. The advantages and disadvantages of each building or combination of buildings are outlined in the report.

Mr. Toale stated he would be providing a conceptual cost for each option, noting in order for discussion these

costs are based on rules of thumb and architectural assumptions of "x" dollars per square foot. It allows for

comparison of several options.

Options:

Option 1 presents a comprehensive renovation/addition to the Primary School for municipal use. The

conceptual cost would be \$8,340,000.

Option 1A would demolish the existing Primary School and construct a new Town Office building. The

conceptual cost would be \$9,000,000.

Option 1B would be to renovate the existing Primary School (12,300 sq. ft.) and Town Hall (6,500 sq. ft.)

The conceptual cost for this is \$7,100,000.

Option 2 would be to renovate the Ritter Building (5,700 sq. ft.) and add an addition (7,000 sq. ft.) and renovate Town Hall (6,500 sq. ft.), totaling 19,200 square feet in both buildings. The conceptual cost would be \$7,475,000.

Option 3 which does not meet the needs of the Town would be a comprehensive renovation of the existing

Town Hall building (5,700 sq. ft.). The conceptual cost would be \$2,770,000.

Option 4 is to use the TC Passios School building and selectively renovating and demolishing parts of it.

This would provide 35,000 square feet which includes the gymnasium and cafeteria areas.

The conceptual cost would be \$4,775,000.

Option 4A is to maintain the existing TC Passios School building and rent or lease a portion of the building for non-municipal use.

Mr. Toale reviewed the following issues as they relate to each option:

- Accommodates anticipated town office space needs (meets Options 1, IA, iB, 2, 4)
- Accommodates anticipated space needs in one building (meets Options 1, IA, 4)
- Offers additional public amenities (meets Option 4)
- Opportunity to develop additional outdoor recreational/athletic spaces (meets Option 4)
- Limited renovation scope (meets Option 4)
- Limited new construction required (meets Options iB, 4)
- Readily accommodates multiple size meeting/hearing rooms (meets Options 1, IA, iB, 4)
- Limited issues around accessibility (meets Options IA, 4)
- Single floor to enhance adjacencies (meets Options IA, 4)
- Existing building easily accommodates space program with limited interior modifications (meets Option 4)
- Existing building is in good condition (meets Options 2, 4)
- Adequate parking on site (meets Options 1, IA, iB, 4)
- Could easily accommodate cable tv requirements (meets Option 4)

Preferred Option:

The Building Reuse Committee's preferred option is Option 4; to use the TC Passios School building by selectively renovating and demolishing parts of it. This would involve demolishing approximately 20,800

square feet of the existing building, removing footings and foundation and restoring the site, selective

demolition would include removing some partitions and portions of corridor walls, removing ceilings at

classrooms and classroom corridors, removing classroom floor finishes, and removing blackboards, whiteboards

and casework in classrooms.

Preferred conceptual furnishings would assume renovation of fwc's (4) new finishes and fixtures that are ADA

accessible, new ceilings and light fixtures, allowance for miscellaneous upgrades to fixtures, cabinets, and

hardware for ADA compliance, partial corridor wall demolition and a new entrance, new transactions counters

and secure glass partitions at each department, new paint in all locations and new flooring in the office wing.

Next Steps:

- Evaluate the real estate market for surplus properties
- Make decisions on Town Hall- not on critical path of preferred option
- Determine financing (including any revenue available from surplus properties)
- Market the surplus properties
- Develop detailed plans for the preferred option -Passios with/without demolition

Ms. Luck asked the committee if they had considered demolishing the cafeteria and gymnasium at the Passios building. Dave MacDonald stated it was discussed and the cafeteria seemed like a good place for community organizations as well as others to hold functions as there was a kitchen there and there is not a place available to hold large functions in town. Ms. Luck stated there were already other gyms and cafeterias that could be used.

Mr. Toale stated part of the space/need requirements was for a small, medium and large conference room. The gym could serve the purpose of the large conference room and the cafeteria could serve as the medium meeting/conference room.

Mr. Ebersole congratulated the committee for their depth of work. He stated this is a good direction to go forward with the understanding that they still have some things to identify. It makes sense to dispose of the Ritter Building and Primary School. Some decisions have to be made about Town Hall. The process makes sense with the idea that we need to have additional information. Ms. Luck agreed. Mr. Alonzo also thanked the committee and all the third party people who did pro bono work. He wanted to hear more about the positive and negative effects of not demolishing part of the Passios School and leaving the existing tenants there or having future rental space for another private company. He questioned how easy it would be to sell the surplus buildings.

Mr. MacDonald stated the economy is good right now and some of these buildings are in good locations.

Mr. Ebersole asked about Option 4A, would the committee be renovating the portion of the Passios that would not be demolished? Mr. Toale stated somewhat for the integrity of the building.

Mr. Alonzo asked about the division of the properties (school vs town property). Mr. Toale stated if we kept that portion of the building there would be a need for more parking space. The question is who would own that space? The current property lines don't provide enough space. There is a lot of space behind the building. He added the Brooks House being located on Route 2A makes it a marketable property and we should explore that further. Further discussion ensued about school and town property lines and how to address delineating them.

Mr. Ebersole stated he was open to demolishing the Passios wing rather than being a landlord and having to maintain the property. Mr. Alonzo asked Town Manager Lafleur and Land Use Director Burney for their thoughts on the proposal. Ms. Lafleur stated she was in favor of either Option 4 or 4A. She liked the adjacencies as mentioned and having the School Superintendent in the same building. This would be a good opportunity to

combine some positions that otherwise could not have been done before. She liked the increased parking. She also liked having a tenant in there paying ongoing costs associated with the building while we are going through the evaluation process.

Adam Burney agreed that putting everyone together in the same building makes communication and day to day operations easier. Also from a customer perspective it is a huge benefit. He added expanding space for P ACC is a good opportunity for Lunenburg as well. He stated having a cafeteria, with a kitchen and a gymnasium that are not school related, especially if it is needed during school hours, is a benefit.

Dave Passios, 56 Whiting Street, asked if the present tenant situation might be a benefit to the Town by saving on transportation costs for Lunenburg special needs students. Mike Mackin, 26 Cortland Circle, reported there is some savings, not a significant amount, due to the cost of special education transportation. He added as a school committee member, he was pleased with the compatible use of campus space. He thought it would help redefine the Town Center in a positive way.

Mr. Ebersole asked the committee if they would be willing to stay on a little longer to answer some of the additional questions during this process. Mr. MacDonald stated he would like to see it through to the end.

Mr. Erickson, Mr. Albert and Mr. McQuaid also expressed they wanted to stay on and tie up any loose ends.

Mr. Ebersole stated Ms. Bertram couldn't attend tonight but wanted to submit some comments sent via email:  
"Many thanks to the Building Reuse Committee for all of their hard work. I have reviewed the reuse study and believe that the recommendation to utilize the Passios School for municipal offices make sense, I do have a couple of comments. Before proceeding with further plans for reuse of the Passios School, I believe it is vital that we understand the marketability of the Primary School, Ritter Building and Town Hall. It is my understanding that the Building Reuse Committee is investigating the cost of a real estate appraisal for these properties which will be beneficial. In addition to the appraisal it would be helpful to have some type of market analysis to determine potential uses and salability. The parking for Passios after reconfiguration is extremely limited. The Planning Board should be consulted to determine parking requirements which I believe is based on square footage. If the decision is made to leave the wing currently occupied by FLACC to help offset costs, additional parking would most likely be required which will trigger stormwater compliance. There are a number of permeable paving options available which would help to achieve compliance. I would fully support moving forward with a real estate appraisal/market analysis on the Old Primary School, Ritter and Town Hall. While I understand that some citizens may be averse to selling the Town Hall, I believe with the new

Village District Zoning the historical character of the building will be protected for any future use of the building. "

Mr. Ebersole stated the next step would be for the Board to authorize the committee to start the real estate appraisal/market analysis process. The question remaining is whether there needs to be a town meeting article to make that go forward. Mr. Toale stated they do need to allocate some funding but added there is a difference between a real estate appraisal and a market assessment. He stated the next step is for the committee to return to the Board with a request but he requested further direction from the Board this evening.

Motion: T. Alonzo

To accept the proposal of going forward with either Option 4 or Option 4A

2nd: P. Luck

Vote: All in Favor

**Meeting Adjournment:**

Motion to adjourn by Ron Albert, Second Mark Erickson, all in favor.

Meeting Adjourned @ 8:45pm